



CALIFORNIA STRATEGIC GROWTH COUNCIL

REQUEST FOR INFORMATION

California Climate Investments (CCI) Outreach and Technical Assistance Program

California Strategic Growth Council

NO. SGC16-RFI1

I. Summary

The California Strategic Growth Council (SGC) is issuing this Request for Information (RFI) No. SGC16-RFI1 to gather information about qualified organizations interested in providing technical assistance for California Climate Investments (CCI) projects located in or benefitting disadvantaged and/or low-income communities, as defined by CalEnviroScreen 3.0 and subsequent updates.

The California Climate Investments Outreach and Technical Assistance Program (CCI Outreach & TA Program) will increase the capacity of disadvantaged and low-income communities to successfully compete for California Climate Investment program funds to reduce greenhouse gas emissions and develop economically prosperous, equitable, and healthy communities while reducing greenhouse gas emissions.

CCI programs fund projects that reduce greenhouse gas emissions and may also deliver economic, environmental and public health benefits to the State's individuals, households, businesses, and communities. Twelve (12) agencies administer a suite of programs in sustainable communities and clean transportation, clean energy and energy efficiency, and natural resources and waste diversion. While these programs provide meaningful benefits to disadvantaged and low-income communities, the SGC and other CCI administering agencies recognize that many communities lack the capacity and institutional resources to seek competitive grants, and may not be well positioned to pursue CCI programs without further assistance.

The intent of this RFI is to gather information about the interest and qualifications of organizations to provide technical assistance to applicants for CCI programs for projects that are located in or benefit disadvantaged and/or low income communities. These services include but are not limited to partnership and capacity building, project and application development, and direct application assistance in order for applicants to submit high-quality applications to a range of CCI programs for consideration of an award, while facilitating comprehensive and coordinated investments that reduce greenhouse gas emissions and further the State's climate goals. By focusing on geographic regions, the SGC intends to tailor resources and expertise to meet regional and local community needs, and to build upon existing networks of technical assistance providers. This RFI is for information gathering purposes only. After evaluating the information received, SGC may issue a future solicitation to select qualified organizations to receive funding from SGC to provide technical assistance.

Failure to respond to this RFI does not preclude participation in any future solicitations associated with the CCI Outreach & TA Program, but a response is highly encouraged.

II. **Purpose of RFI**

The purpose of this Request for Information (RFI) is for the State to better understand the services and resources available to support potential applicants in seeking funding from CCI for projects located in or benefitting disadvantaged and/or low income communities. Responses to this RFI will identify qualified organizations available to provide technical assistance services to CCI program applicants and potential applicants. After the close of this RFI, the State will utilize the information to determine how eligible organizations could provide services as needed for single or multiple CCI programs, and may put forth subsequent requests for proposals.

Eligible “Technical Assistance Provider(s)” for the CCI Outreach & TA Program include but is not limited to:

- Public agencies, including state, local, and regional agencies, including but not limited to councils of governments, metropolitan planning organizations, air districts, and conservancies, public community colleges and universities;
- Nonprofit organizations;
- Private consultants, and
- Others with a history of working with disadvantaged and low-income communities and providing analytical and project management support.

Interested technical assistance providers should submit qualifications pursuant to this RFI.

III. **Program Goals**

The Program aims to address the following goals:

- Increase community capacity and knowledge about California climate policies and goals;
- Increase the number and quality of applications to CCI programs from disadvantaged and low-income communities;
- Increase CCI funding in disadvantaged and low-income communities; and
- Help build the capacity of disadvantaged and/or low income communities in identifying potential projects, building local partnerships, and finding appropriate CCI programs and other funding relevant to community needs.

IV. **Desired Program Offerings**

In this first year of the Program, \$2.0 Million in Greenhouse Gas Reduction Fund dollars are available for FY 2016-17. Given that multiple agencies are administering CCI programs with different timelines and internal processes, the SGC intends to fund a range of outreach and technical assistance activities that support CCI program alignment and coordination. Potential program offerings include:

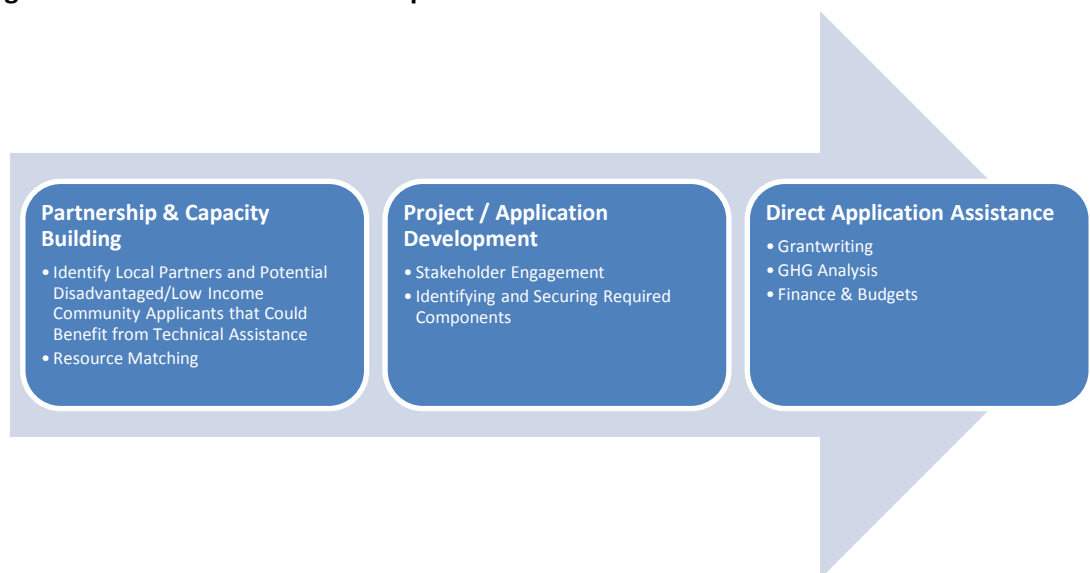
- **Geographically Focused Expertise.** Although the CCI Outreach & TA Program is a statewide program, the program seeks to tailor resources and expertise to meet regional and local community needs, and build upon existing networks of technical assistance providers. Activities could focus on regional coordination of technical assistance efforts in specific regions and sub regions.
- **Inclusion and Leverage of Existing Technical Assistance Programs & Efforts.** Many CCI programs have some technical assistance component integrated into their current program design, or through regional offices, or through existing staff within State agencies. Some of these existing programs, for example, include the Statewide Water Efficiency and Enhancement Program (SWEET) and the Affordable Housing and Sustainable Communities (AHSC) Program. CCI Outreach and TA may leverage existing model to implement ongoing technical assistance support.

- **Support for New CCI Programs.** The State funded several new CCI programs this year. These new programs include, Community Solar, Healthy Soils, and Food Waste Reduction programs – all of which may require tailored outreach and technical assistance to new audiences and applicants.
- **Technical Assistance for Multiple CCI Programs.** Several CCI programs fund similar capital project types, as well as complementary, overlapping components of larger projects. . For instance, active transportation, urban greening, and urban forestry components are fundable under several CCI programs. Activities may include technical assistance supporting partnership development, project design, community engagement, and application development for multiple programs, in a more integrated manner.

V. **Technical Assistance Services and Recipients**

The SGC intends to support outreach and technical assistance services that ensure assistance is broadly available to a wide range of applicants and entities, reflecting geographic and capacity needs. **Figure 1** below illustrates the Program spectrum of services, describing how CCI applications and prospective projects could be initiated and developed while addressing CCI application needs.

Figure 1: CCI Technical Assistance Spectrum of Services



Technical Assistance Services

This RFI requests qualifications from interested parties to undertake the following services:

Direct Application Assistance, including but not limited to:

- Project Management: Coordinating & Submitting a Strong Application
- Grant Writing
- Greenhouse Gas Emissions Reduction Quantification and Analysis
- Financial Analysis & Budgets
- Other technical needs required for CCI Program applications

Project & Application Development, including but not limited to:

- Project Management: Visioning and Coordination of Multi-Disciplinary Projects
- Public/Private Partnership Development
- Community Engagement
- Research and Analysis

- Specific technical expertise for relevant CCI programs

Partnership & Capacity Building, including but not limited to:

- Catalyzing Conversations with Potential Partners
- Understanding and communicating State climate policy priorities and goals
- Local Policy Development
- Resource Matching
- Community Engagement
- Identify Potential Disadvantaged/Low Income Community Applicants and/or Projects that Could Benefit From Technical Assistance

Eligible Technical Assistance Recipients

CCI program applicants are eligible for Technical Assistance support if they:

- Intend to apply for funding from CCI programs with funding solicitations in FY 2016-17
- Propose a project that is located in or benefits a disadvantaged and/or low-income community, as identified by CalEnviroScreen 3.0 and subsequent updates;
- Fulfill any of the following:
 - Non-profit community-based organizations;
 - Local jurisdictions or smaller private sector organizations which have insufficient staff resources to pursue grant funding; or
 - Contractors whose focus is delivery of CCI Program funds to disadvantaged and/or low-income communities.

VI. RFI Components

The qualifications package **must** contain the seven (7) components outlined below, and described in Attachment 1.

- 1) Title Page
- 2) Table of Contents
- 3) Summary of Proposer Information and Statement of Interest
- 4) Consultant Questionnaire (Attachment 2)
- 5) Summary of Expertise
- 6) Qualifications
 - a. Firm / Organization Qualifications
 - b. Personnel Experience
 - c. References (3)
- 7) General Billing Rate Sheets (Hourly rates for staff)

This RFI is published online in the California State Contracts Register (CSCR) at:

<https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx>.

To ensure receipt of any addenda to this RFI that may be issued, interested parties are encouraged to register online at: <https://caleprocure.ca.gov/pages/>.

VII. DUE DATE

One (1) **PDF copy via email** (file cannot exceed 10MB), one (1) **original hard copy** (clearly marked/stamped), and one (1) **additional hard copy** shall be received by SGC's receptionist.

The deadline for receipt of qualifications is **Thursday, April 20 by 4:00 pm PT**. Neither late received, faxed, or emailed documents are acceptable. **All late, faxed, and emailed qualifications packages will be rejected** and returned to the potential proposer. Proposals must be received on or before the date and time specified herein at the following location:

Mailing and Street Address:

Strategic Growth Council
Attn: Kathy Leuterio
1400 10th Street
Sacramento, CA 95814
kathy.leuterio@sgc.ca.gov

Please be advised that you are responsible for ensuring that your qualifications package is received by the above listed contact person by the time and date required. In the opinion of the Strategic Growth Council, this RFI is complete and without need of explanation.

All submissions are considered a matter of public record.

Note: The terms "respondent," "consultant," "contractor," "organization," or "firm" are used interchangeably throughout this document.

VIII. QUESTIONS AND ANSWERS

The Strategic Growth Council intends that this RFI is complete and without need of explanation. However, if you have questions, notice any discrepancies or inconsistencies, or need any clarifying information, contact the SGC staff person listed below. **All questions must be submitted in accordance with the RFI instructions contained herein and sent via email or fax directly to the below listed contact person and not through the CaleProcure system.**

Written questions with regard to this RFI will be accepted no later than April 10, 2017, at 5:00 pm. Responses to submitted questions will be posted via CaleProcure by April 13, 2017 by 5:00 pm.

IMPORTANT: To receive additional updates and information on SGC CCI Technical Assistance efforts, you must sign up for the "Technical Assistance" listserve at https://visitor.r20.constantcontact.com/manage/optin?v=001CnSfPwTFppayjIK2qgl4EsXU1DzmZjCEHiQenm4iDPYrs6l_ZgAOTGm3ZYzl7kDIWfNpiEiBwsZ-jkVGSrZBxO4Au73_N_olB8F-6U-g1qneAFjXGzmDWJXjo7eukTlaUvlgeY3JOvbK200uf9p_A%3D%3D

IX. IMPORTANT DATES

	<u>DATE</u>	<u>TIME</u>
RFI Released	March 30, 2017	
Deadline to Submit Questions	April 10, 2017	5:00 p.m.
Posting of Answers to Questions	April 13, 2017	5:00 p.m.
RFI Qualifications Package Submission Due	April 20, 2017	4:00 p.m.

X. CONTACT INFORMATION

Any questions regarding this RFI may be directed to:

Kathy Leuterio, Contracts Administrator

Email: kathy.leuterio@SGC.ca.gov